



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

313-124
OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 2/20/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAR 19 1973	Date Completed MAR 22 1973
3. AGENCY, Division, Subdivision & Administering Office Address State Scholarship Commission 270 Washington Street, S.W., Room 703C Atlanta, Georgia 30334		4. Person to Contact Ralph D. Roberts Records Management Officer	5. Working Title Fiscal Officer
		6. Tel. No. 656-3200	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates FY 65 to date	9. EXACT SERIES TITLE See Attached List
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10. What function performed resulted in creation of this series

The Scholarship Commission is responsible for administering a comprehensive Statewide Student Assistance Program designed to provide (1) financial access to post-secondary education to increased numbers of Georgia citizens, (2) a wider choice of educational institutions to citizens of Georgia, (3) timely dissemination of information regarding such programs to students in secondary and post educational institutions and to the adult population at large, (4) direct assistance to students in obtaining financial aid available through such programs, (5) assistance in recruitment of students into fields of study where a critical shortage of trained personnel exists, (6) efficient management of student aid funds and coordination of student aid programs, and (7) servicing requirements associated with guaranteed and direct State student loans on a post-graduate basis from five to ten years.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

See attached list

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	6	24	FLOOR SPACE OCCUPIED (Square Feet)	In Office(s)	In Storage Area(s)
Legal-size File Drawers	1	8			
Cardboard Boxes 15" x 12" x 10"	30	30	By Annual Accumulation	This Year's	Last Year's
Storage Shelves 15" x 18" x 36"		40	AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years'
				2	1
					0
					0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☐ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☐ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☐ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☐ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept See attached list years:
- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER, then:

SEE ATTACHED LIST

A. ☐ Destroy immediately after cut off.B. ☐ Hold in current files area _____ month(s)/_____ year(s), then:1 ☐ Destroy.2 ☐ Transfer to records center; hold _____ year(s), then:a ☐ Destroy.b ☐ Transfer historical material to Archives; destroy remainder.3 ☐ Destroy after audit (or _____ year(s) after audit).C. ☐ Hold in current files area indefinitely.D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by Donald Keenam	Recommendations prepared by Ralph D. Roberts	Approved for Division Date	Records Management Officer Date Ralph Roberts 2/20/73
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency Ben P. [Signature]	Date 2/2/73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	XXXXXX Dept. of Audits William M. [Signature]	Date 3-20-73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Designee Carroll [Signature]	Date 3-19-73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	XXXXXX Dept. of Law [Signature]	Date 3-20-73

Agency: Georgia Student Finance Commission, Georgia Higher Education Asst. Corp. Div.
Series:
Title: Student Loan Default Accounts Records
Inclusive dates: to date Publication: accumulation: 6 cu ft
Agency's recommended retention: Upon repayment in full or when classified as Uncollectable, place all records in the Inactive Files, Cut off inactive file at end of each fiscal year; hold in inactive file area until State Audit is completed, then transfer to SRC, hold 5 yrs; Destroy
Name of appraiser: Harmon Smith Date: 3-31-83
Appraisal checklist. A yes answer indicates the series may have archival value. For each yes answer state (a) in what way and (b) to what extent the answer is yes.

Yes No

Evidential values:

- ☐ ☐ 1. Does the series authorize the conduct of the agency or one of its major programs?
☐ ☐ 2. Does the series prescribe the policies, regulations or procedures followed by the agency or one of its major programs?
☐ ☐ 3. Does the series reflect the degree of achievement of the goals of the agency or one of its major programs?
☐ ☐ 4. Does the series reflect the decision-making process that sets the direction of the agency or one of its major programs?
☐ ☐ 5. Does the series document the activities of an important agency official?
☐ ☐ 6. Does the series document a significant agency event or project?

Informational values:

- ☐ ☐ 7. Does the series give significant information about social, economic, political or other forces affecting a significant segment of the citizens?
☐ ☐ 8. Does the series document the nature and extent of a problem area faced by the citizens or show steps taken to arrive at solutions?
☐ ☐ 9. Does the series throw significant light on a trend or movement in the State?
☐ ☐ 10. Does the series give significant information about citizens who have had an impact on the State's history?
☐ ☐ 11. Does the series document a significant event?
☐ ☐ 12. Does the series contain the type information sought by Archives patrons?

General questions: Answer only if there is a yes answer above.

- ☐ ☐ 13. Is this series the best available source for this information?
☐ ☐ 14. Is the information contemporary and authoritative?

Appraiser's comment and recommendation. (Use reverse side if needed.)

March 1, 1973

STATE SCHOLARSHIP COMMISSION
Office of the Executive Director

The Executive Director is responsible for providing direction and leadership for the total operations of the Scholarship Commission Division, the Georgia Higher Education Assistance Corporation Division, and the Georgia Higher Education Assistance Authority Division (which are assigned to the Commission for administrative purposes), formulating policies and procedures, and guiding the administrative staff in the development of goals and objectives of the agency as a whole.

DescriptionDisposition

73-157 EXECUTIVE DIRECTOR'S SUBJECT FILES (1965 -
to date) - The series contains materials
73-157 relating to all areas of operations,
responsibility, and interest of the
Executive Director in connection with
the three agency sub-divisions (SSC,
GHEAC, GHEAA). The file at present con-
tains, but is not limited to, memos,
correspondence, and supporting papers to
and from the Director and agency officials
with outside parties such as educational
institutions, lending institutions, students,
national and regional organizations for
administering student aid, and other state
officials; internal memoranda, correspondence,
and directives; planning and working papers
concerning projects, policies and procedures,
proposed and pending legislation, budgeting,
etc.; federal contracts and related materials
and correspondence. The series is arranged
by departmental division and/or subject.

Cut off at the end of each fiscal
year; hold in the current files
area 2 years; retire to State
Archives.

APPROVED: 03/22/73.

STATE SCHOLARSHIP COMMISSION
State Scholarship Commission Division

The Scholarship Commission Division is responsible for administering programs relating to the recruitment of students into fields of study where a critical shortage of trained personnel exist, to providing financial assistance to students entering the paramedical, educational and other professional fields as defined and approved by the Commission; and to providing financial assistance to children of law enforcement officers, firemen, and prison guards who are permanently disabled or killed in the line of duty.

Appl.
No.

Description

Disposition

73-158 DIVISION SUBJECT FILES - Documents relating to the laws, rules, regulations, policies, procedures, quotas, fields of study, and all other such materials needed to properly administer the state scholarship programs. Included are correspondence, memoranda, forms pamphlets, manuals, brochures and legal documents necessary to administer the program. File is arranged alphabetically by subject matter.

Cut off files at end of each fiscal year; then hold in current files area 2 years; then transfer to Records Center; hold 3 years, then destroy.

APPROVED: 03/22/73.

73-159 SCHOLARSHIP APPLICATION CASE FILES - Documents relating to applications for scholarships. Included are Scholarship Commission form 1 (Application to Georgia State Scholarship Commission) requesting grant of a scholarship, details of personal and family information and evidence of acceptance of application by an educational institution; and supporting papers. The file is arranged alphabetically by applicant.

Upon the approval, denial or voidance (by individual of his application), transfer all papers to either the approved scholarship files or denial & voided scholarship files as appropriate.

APPROVED: 03/22/73.

73-160 APPROVED SCHOLARSHIP CASE FILES - Documents relating to approval of scholarships. Included are Scholarship Commission Form 1 (Application to Georgia State Scholarship Commission) requesting grant of a scholarship, details of personal and family information, evidence of attendance at an institution and academic progress reports. The file is arranged alphabetically by student.

Upon termination of subsidized schooling, whether by completion or withdrawal, place all papers in either the "Scholarship Repayment In Service" files or the "Scholarship Repayment In Cash" files.

APPROVED: 03/22/73.

March 1, 1973

STATE SCHOLARSHIP COMMISSION
State Scholarship Commission DivisionAppl.
No.

Description

Disposition

73-161

73-161

DENIED & VOIDED SCHOLARSHIP FILES - Documents relating to scholarship applications which were either voided by the applicant or were denied by the State Scholarship Commission. Included are forms providing the identity, residence and statement of financial resources of applicant; statement of proposed program of study; evidence of acceptance for admission to an accredited educational institution, and evidence of reason for denial or voidance of application. The file is arranged alphabetically by applicant.

Cut off files at end of each fiscal year; then transfer to Records Center; hold 3 years; then destroy.

APPROVED: 03/22/73.

73-162

73-162

SCHOLARSHIP APPLICATION SUMMARY SHEET FILES - Documents relating to approval or denial by members of the Commission of applications for scholarships. Includes only a form providing in summary, the identity, residence, high school record, institution where accepted, field of study, financial resources of student, and school year budget computation. The file is divided into approved and denied subsections. Approved Application Summary Sheet file is arranged chronologically, thereunder by batch number. Denied Application Summary Sheet files are arranged alphabetically by applicant and placed in student's case folder under Denied & Voided Scholarship files.

Cut off files at end of each fiscal year; then Approved Scholarship Summary Sheets - hold in current files area 1 year; then transfer to Records Center; hold 3 years; then destroy.

Denied Application Summary Sheets - Cut off files at end of each fiscal year; then transfer to Records Center; hold 3 years; then destroy.

APPROVED: 03/22/73.

STATE SCHOLARSHIP COMMISSION
State Scholarship Commission Division

App'l. No.	Description	Disposition
73-163	<p>SCHOLARSHIP REPAYMENT IN SERVICE FILES - Documents relating to repayment of scholarships in services rendered by recipients who have either completed schooling or are in a deferred payment status by reason of (a) in school but currently receiving an award, (b) in the military service, (c) on maternity leave of absence, (d) out of state with spouse in the military service, and (e) temporarily out of school for personal reasons. Included are forms providing identity, residence, academic record, quarterly evidence of employment at an approved site in his field, and (if in deferred status) evidence of approved situation allowing deferment. The file is arranged alphabetically by scholarship recipient.</p>	<p>Upon completion of repayment of scholarship by the recipient, place all papers in the "Repaid Scholarship" files. Note: Records of recipients in deferred status who do not or cannot pay by services rendered are placed in "Repayment in Cash" files, or "Granted Scholarship Case" files, on expiration of deferment.</p> <p>APPROVED: 03/22/73.</p>
73-164	<p>SCHOLARSHIP REPAYMENT IN CASH FILES - Documents relating to repayment of scholarships by recipients in cash rather than by service. Included are forms providing identity, residence, academic record and other supporting documents. The file is arranged alphabetically by scholarship recipient.</p>	<p>Upon completion of repayment of scholarship by the recipient, place all papers in the "Repaid Scholarship" files.</p> <p>APPROVED: 03/22/73.</p>
73-165	<p>REPAID SCHOLARSHIP FILES - Documents relating to persons who have completed repayment of scholarships either by service or in cash. Included are forms providing identity, residence, academic record, field of study, institution where degree was obtained, evidence of repayment by services rendered or in cash, and other supporting documents. The file is arranged alphabetically by individual.</p>	<p>Cut off files at end of each fiscal year; then transfer to Records Center; hold 3 years, then destroy.</p> <p>APPROVED: 03/22/73.</p>

STATE SCHOLARSHIP COMMISSION
State Scholarship Commission Division

Appl. No.	Description	Disposition
73-166	COMPUTER INPUT DOCUMENT FILES - Documents relating to information put into computer storage files on scholarship accounts. Included are the forms used to transmit the necessary information into the computer files. File is arranged by type of input document, thereunder by batch number.	Cut off files at end of fiscal year; then hold in current files area 1 year; then destroy. APPROVED: 03/22/73.
73-167	SCHOLARSHIP ACCOUNTING REPORTS FILES - Documents related to the recording of individual transactions to students scholarship accounts. Included are the following: Transaction Edit and Balance Listing, Posting Journals, Trial Balance (COM) and Historical Transactions Reports (COM). File is arranged by type of report, thereunder by date of report.	<u>Paper Copy</u> - Cut off files at end of fiscal year; then hold in current files area 1 year; then transfer to Records Center; hold 2 years; then destroy. <u>Microfiche Copy #1 - Master White Copy</u> - Cut off files at end of fiscal year; then hold in current files area 1 year; then transfer to Records Center; hold 2 years; then destroy. <u>Microfiche Copy #2</u> - Cut off files at end of fiscal year; then hold in current files area 6 months; then destroy. <u>Microfiche Copy #3</u> - Cut off files at end of fiscal year; then hold in current files area 6 months; then destroy. APPROVED: 03/22/73. Destroy when updated or no longer needed for reference. APPROVED: 03/22/73.
73-168	SCHOLARSHIP INFORMATIONAL REPORTS FILE - Documents related to the summarizing of various types of statistical data regarding scholarship student accounts. Included are the Student Alphabetic Listing, Approval Reports, Return Contract Reports, Collections and Past Due Reports, etc. File is arranged by type of report, thereunder by date of report.	

STATE SCHOLARSHIP COMMISSION
Georgia Higher Education Assistance Authority Division

The Georgia Higher Education Assistance Authority Division is responsible for administering the Direct Student Loan program in which student loans are advanced and serviced directly by the Authority, and the Private College Tuition Grant program in which students attending private colleges are awarded tuition grants.

<u>Appl. No.</u>	<u>Description</u>	<u>Disposition</u>
73-169	DIVISION SUBJECT FILES - Documents relating to laws, rules, regulations, policies, procedures, statistical data, etc. Included are correspondence, memoranda, forms, pamphlets, brochures, manuals and legal documents necessary to administer the program. File is arranged alphabetically by subject matter.	Cut off files at end of each fiscal year; then hold in current files area 2 years; then transfer to Records Center, hold 3 years, then destroy. APPROVED: 03/22/73.
73-169		
73-170 Amended 2/01/85	DIRECT STUDENT LOAN FILES - Documents related to the request, approval, disbursement, servicing and repayment of student loans made directly by the Georgia Higher Education Assistance Authority. Included are loan applications, Promissory Notes, Disclosure of Finance Charges forms, correspondence, Notice of Loan Guarantee, Status Verification Cards, Questionnaires, Amortization Schedules and Installment Notes. File is arranged alphabetically by student.	Upon repayment of loan, place all papers in the inactive files, then cut off inactive files at the end of each fiscal year; then hold in current files area until state audit is completed; then transfer to Records Center, hold 3 years, then destroy. APPROVED: 03/22/73.
73-171	TUITION GRANT PARTICIPATION AGREEMENT FILES - Documents relating to the agreements with private colleges to participate in the Tuition Grant program. Included are GHEAA-3, Participation Agreements with individual schools who wish to take part in the program and GHEAA-4, Designation of Authorized School Officials who may approve and certify eligible students. Files are arranged alphabetically by school.	Upon termination of program, place all papers in the inactive files; then cut off inactive files at the end of fiscal year; then retire to State Archives. APPROVED: 03/22/73.
73-171		

STATE SCHOLARSHIP COMMISSION
Georgia Higher Education Assistance Authority Division

<u>Appl. No.</u>	<u>Description</u>	<u>Disposition</u>
73-172	CERTIFICATION OF STUDENTS ELIGIBLE TO RECEIVE A GEORGIA TUITION GRANT: FILES - Documents relating to the certification and payment of tuition grants to eligible students in the Georgia Tuition Grant program. Included is GHEAA-2, Certification of Students Eligible to Receive A Georgia Tuition Grant. File is arranged alphabetically by school and thereunder chronologically by quarter or semester payment.	Cut off files at end of fiscal year; then hold in current files area 1 year; then transfer to Records Center, hold 3 years; then destroy. APPROVED: 03/22/73.
73-172		

STATE SCHOLARSHIP COMMISSION
Georgia Higher Education Assistance Corporation Division

The Georgia Higher Education Assistance Corporation Division is responsible for administering the guaranteed student loan program in Georgia. The Corporation is authorized and required by law to act as agent for all participating lending institutions for the purpose of satisfying all federal and state laws, rules and regulations. The Corporation also is the guarantor of student loans made under the program.

<u>Appl. No.</u>	<u>Description</u>	<u>Disposition</u>
73-173	DIVISION SUBJECT FILES - Documents relating to the laws, rules, regulations, policies, procedures, statistical data, other state student loan programs, etc. Included are forms, pamphlets, correspondence, memoranda, brochures, manuals and legal documents necessary to administer the program. File is arranged alphabetically by subject matter.	Cut off files at end of each fiscal year; then hold in current files area 2 years; then transfer to Records Center, hold 3 years, then destroy. APPROVED: 03/22/73.
73-174	LOAN RESERVE TIME DEPOSIT AGREEMENT FILES - Documents related to the placing or holding of Georgia Higher Education Assistance Corporation Loan Reserve funds in Time Deposit Accounts with lending institutions. Included are initial agreement letters, renewal agreement letters and correspondence regarding these agreements. File is arranged alphabetically by lending institution.	Cut off files at end of each fiscal year; then hold in current files area 1 year; then transfer to Records Center, hold 3 years, then destroy. APPROVED: 03/22/73.
73-175	PLEDGES OF STUDENT LOAN NOTES AS COLLATERAL FOR DEPOSITS OF STATE FUNDS FILES - Documents relating to the pledging by banks of student loan notes as collateral for deposits of state funds in that institution to satisfy state banking laws. Included are the following forms: Security Pledges- Student Loan Notes, Certification of Collateral-Student Loan Notes and Notices of Certification of Student Loan Pledges. File is arranged alphabetically by bank and thereunder by date of pledge.	Upon cancellation of pledges, place all papers in the inactive files; then cut off inactive files at end of each fiscal year; then hold in current files area 1 year; then transfer to Records Center, hold 3 years; then destroy. APPROVED: 03/22/73.

STATE SCHOLARSHIP COMMISSION
Georgia Higher Education Assistance Corporation DivisionAppl.
No.

Description

Disposition

73-176

LENDING INSTITUTION AGREEMENTS FILES - Documents related to Contracts between Georgia Higher Education Assistance Corporation and individual lending institutions which specifies the terms, conditions and agreements under which the Corporation will guarantee repayment of student loans to lending institutions in the handling of all transactions required by the federal government in the student loan program. Included are form GHEAC-4, Federal Interest Payment Agency Agreement and Form GHEAC-5, Guaranty Loan Agreement. File is arranged alphabetically by lending institution.

Upon repayment of all outstanding loans and termination of agreement, place all papers in the inactive file; then cut off the inactive file at the end of each fiscal year; then retire to State Archives.

APPROVED: 03/22/73.

73-177

LOG OF STUDENT LOAN APPLICATIONS RECEIVED FILES - Documents related to the initial request of students for approval of a loan guarantee by Georgia Higher Education Assistance Corporation. Included are loan application log sheets which list each request as received. File is arranged by date received.

Cut off files at end of each fiscal year, then hold in current files area 6 months; then destroy.

APPROVED: 03/22/73.

65

GUARANTEED STUDENT LOAN DATA FILE - Documents related to the processing of student loans guaranteed and disbursed, status changes and data changes. Included are the following: GHEAC-1, Student Application for Loan Guarantee, GHEAC-10, Student Loan Disbursement Reports, GHEAC-11, Student Loan Change of Status Reports and GHEAC Change of Name/Address/Date form. File is arranged by batch number.

Cut off files at end of each fiscal year; then hold in current files area 15 months; then transfer to Records Center, Hold 20 years; then destroy.

APPROVED: 3/2/72

73-58

NOTICE OF LOAN GUARANTEE FILES - Documents of a legal nature that binds the Georgia Higher Education Assistance Corporation to pay off the student loan account balance to the original lending institution if the student fails to complete his obligation to repay the loan(s). Included is copy of form GHEAC-3, Notice of Loan Guarantee. File is arranged by date processed and thereunder by batch number.

Cut off files at end of each fiscal year; then hold in current files area 1 year; then transfer to Records Center, hold 3 years; then destroy.

APPROVED: 2/1/73

Amends D-72-4-App'd. 3/2/72

March 1, 1973

STATE SCHOOL ASSISTANCE COMMISSION
Georgia Higher Education Assistance Corporation Division

Cut off files at end of each fiscal year; then hold in current files area 1 year; then transfer to Records Center; hold 3 years; then destroy.
APPROVED: 03/22/73.

Disposition

Cut off files at end of fiscal year; hold in current files area 6 months; then destroy.
APPROVED: 03/22/73.

DISTRIBUTION AND CHANGE OF STATUS REPORT FILES - Documents related to the disbursement of student loan funds by lending institutions and to changes in the status of students or students' loans. Included are copies of CHAC-10 Student Loan Disbursement Reports and CHAC-11, Student Loan Change of Status Reports. File is arranged alphabetically by lender.

Description

STUDENT LOAN TRANSACTIONS EDIT AND BALANCE REPORT FILE - Documents recording the acceptance or rejection by the computer of information entered into the files regarding application data, disbursements, changes of status, change of data, installment and deferments. Included is the accepted transactions listing for application data, disbursements, change of status and change of data; the transaction edit and balance listing for installments; and the transaction edit and balance listing for deferments. File is arranged by type of report, thereunder by date of report.

STUDENT LOAN GUARANTEE TRIAL BALANCE REPORT FILES - Microfiche (COM) documents relating to the current student loan account balance and status. Included is information regarding type of loans guaranteed, amount of loans guaranteed, amounts disbursed and repaid, status of account, etc. File is arranged by lender code number and thereunder by student's social security number.

Copy #1 - Master White Copy
Cut off files at end of each fiscal year; then hold in current files area 1 year; then transfer to Records Center; hold 3 years; then destroy.
Copy #2
Hold in current files area until no longer needed for reference; then destroy.
Copy #3
Hold in current files area until no longer needed for reference; then destroy.
APPROVED: 03/22/73.

STATE SCHOLARSHIP COMMISSION
Georgia Higher Education Assistance Corporation DivisionAppl.
No.

Description

Disposition

73-181

STUDENT LOAN HISTORICAL POSTED TRANSACTIONS REPORT FILES - Microfiche (COM) documents recording the posting of all individual transactions to individual student's accounts. Included are: posting of disbursements, prepayments, adjustments and dates installment payments made. File is arranged by lender code number and thereunder by student's social security number.

Copy #1 - Master White Copy
Cut off files at end of fiscal year; then hold in current files area 1 year; then transfer to Records Center; hold 3 years; then destroy.

Copy #2
Hold in current files area until no longer needed for reference; then destroy.

Copy #3
Hold in current files area until no longer needed for reference; then destroy.

APPROVED: 03/22/73.

73-182

STUDENT LOAN SEMI-ANNUAL INSTALLMENT REPAYMENTS REPORT FILE - Documents used by lending institutions for reporting the number of installment payments made by students during the six month period covered. From this information GHEAC calculates the amount of 3% installment interest and special allowance that is due to the lender. Included are the completed reports returned by lending institutions. File is arranged by dates period covers, thereunder by lender code number.

Cut off files at end of fiscal year; hold in current files area 1 year; then transfer to Records Center; hold 14 years; then destroy.
APPROVED: 03/22/73.

73-183

FEDERAL INTEREST BILLING FILES - Documents related to the billing for federal interest due on student loans made by participating lending institutions and guaranteed by the Georgia Higher Education Assistance Corporation. Included is OE Form 1166, Lender's Request for Payment of Interest on Student Loans. File is arranged by date billing period ends, thereunder by lender code number.

Cut off files at end of each fiscal year; then hold in current files area 1 year; then transfer to Records Center; hold 20 years; then destroy.

APPROVED: 03/22/73.

STATE SCHOLARSHIP COMMISSION
Georgia Higher Education Assistance Corporation DivisionAppl.
No.

Description

Disposition

73-184

STUDENT LOAN INTEREST PAYMENT FILES - Documents related to the payment of interest due to lending institutions participating in the Georgia Guaranteed Student Loan Program. Included are paper copy computer printouts of certain types of interest payment and microfiche (COM) of other types of interest payment detailing the type of interest paid. File is arranged by type of interest paid, thereunder by date interest is paid, thereunder by lender code number.

Paper Copy - Cut off files at end of each fiscal year; then hold in current files area 1 year; then transfer to Records Center, hold 20 years; then destroy.

Microfiche Master Copy - Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to Records Center, hold 20 years; then destroy.

Microfiche Copy #1 - Cut off files at end of each fiscal year; then hold in current files area 6 months; then destroy.

Microfiche Copy #2 - Cut off files at end of each fiscal year, then hold in current files area 6 months; then destroy.

APPROVED: 03/22/73.

Cut off files at end of fiscal year; then hold in current files area 1 year; then destroy.

APPROVED: 03/22/73.

73-185

COMPUTER INPUT DOCUMENTS FILES - Documents relating to information put into computer storage files on defaults, state interest, manual interest check adjustments, refunds, voided checks, etc. Included are the forms used to transmit the necessary information into the computer files. Files are arranged alphabetically by type of input document thereunder by batch number.

73-186

STATE INTEREST ACCOUNT RECORDS FILES - Documents related to the obligation to repay, and the cash repayment of, state interest paid by Georgia Higher Education Assistance Corporation on behalf of students while they were in school or in the grace period allowed afterward. Included are copies of loan applications, notes, collection letters, repayment history card and various other reports as may be needed. File is arranged in alphabetical order by student.

Upon repayment in full or when classified as uncollectible (because of death, disability, or bankruptcy), place all papers in inactive files, cut off at end of fiscal year; then hold in current files area until state audit is completed; then transfer to Records Center; hold 3 years, then destroy.

APPROVED: 03/22/73.

March 1, 1973

STATE SCHOLARSHIP COMMISSION
Georgia Higher Education Assistance Corporation Division

Appl.
No.

Description

Disposition

73-187 STATE INTEREST ACCOUNTING REPORTS
FILE - Documents related to the recording of individual transactions to state interest accounts. Included are the following: Transaction edit and balance listing, posting journals, state interest transfer listing, trial balance and historical transactions reports. File is arranged by type of report, thereunder by date of report.

Cut off files at end of fiscal year; then hold in current files area 1 year; then transfer to Records Center, hold 2 years; then destroy.

APPROVED: 03/22/73.

73-188 STATE INTEREST INFORMATIONAL REPORTS
FILE - Documents related to the summarizing of various types of statistical data regarding state interest student accounts. Included are the student alphabetic listing, collections and past due reports, etc. File is arranged by type of report, thereunder by date of report.

Destroy when updated or no longer needed for reference.

APPROVED: 03/22/73.

73-189 STUDENT LOAN DEFAULT CALCULATION OF PAYOFF FILES - Documents relating to the calculation of the balance due on student defaulted loan accounts submitted to Georgia Higher Education Assistance Corporation for payment. Included are student default analysis sheets and calculation work sheets. File is arranged by month, thereunder alphabetically by student.

Cut off files at end of fiscal year; then hold in current files area 1 year; then transfer to Records Center, hold 3 years then destroy.

APPROVED: 03/22/73.

Agency requested 73-189 be voided 6/27/89. Files merged with Guaranteed Student Loan Data Files (GSA). See attachment at back. RRI 3/29/95 RQ

73-190 STUDENT LOAN DEFAULT ACCOUNT RECORDS
FILE - Documents related to the loan approval, disbursement of funds, status of students, repayment history default data and collections history of individual student loan accounts that have defaulted on their loan obligation. Included are loan applications, Promissory Notes, Installment Notes, Notification of Default forms, Default Calculation Data forms, copies of collection letters, history record card, proofs of claim for bankruptcy, death certificates and various other informational reports regarding the account. File is arranged alphabetically by student.

Upon repayment in full or when classified as uncollectible (because of death, disability or bankruptcy), place all papers in the inactive files. Cut off inactive files at end of fiscal year; then hold in current files area until state audit is completed; then transfer to Records Center, hold 3 years; then destroy.

APPROVED: 03/22/73.

*Amended
4/19/83*

March 1, 1973

STATE SCHOLARSHIP COMMISSION
Georgia Higher Education Assistance Corporation Division

Appl. No.	Description	Disposition
73-191	STUDENT LOAN DEFAULT ACCOUNTING REPORTS FILE - Documents related to the recording of individual transactions to default accounts. Included are the following: Transaction Edit and Balance Listing, Posting Journals, State Interest Transfers Reports, Trial Balance and Historical Transactions Reports. File is arranged by type of report, thereunder by date of report.	Cut off files at end of fiscal year; then hold in current files area 1 year; then transfer to Records Center, hold 2 years, then destroy. APPROVED: 03/22/73. Amended: 09/10/86.
73-192	STUDENT LOAN DEFAULT INFORMATIONAL REPORTS FILE - Documents related to the summarizing of various types of statistical data regarding student loan default accounts. Included are the following: Student Alphabetic listing, monthly summary by lender, monthly summary by school, monthly claims report, loan analysis by lender, summary annual audit report, annual audit transaction listing, collections and past due reports, etc. File is arranged by type of report, thereunder by date of report.	Destroy when updated or no longer needed for reference. APPROVED: 03/22/73.
73-193	FEDERAL REINSURANCE CLAIM FILES - Documents related to the billing for federal reinsurance reimbursement on default claims paid and for reporting of recoveries made on those claims. Included are the following: OE Form 1189 - Guarantee Agency Request for Reimbursement for Claims Paid, OE Form 1189-1 - Guarantee Agency Request for Reimbursement Under Agreement for Federal Reinsurance, OE Form 1189-2 - Guarantee Agency Report of Recoveries on Claims Paid Under Federal Reinsurance, and OE Form 1189-3 - Guarantee Agency Request for Reimbursement on Death and Disability. File is arranged by month.	Cut off files at end of each fiscal year; then hold in current files area 1 year; then transfer to Records Center, hold 3 years, then destroy. APPROVED: 03/22/73.

STATE SCHOLARSHIP COMMISSION
Georgia Higher Education Assistance Corporation DivisionApp'l.
No.

Description

Disposition

73-194

UNDER CORRESPONDENCE FILES -
Documents originated or received by:
Georgia Higher Education Assistance
Corporation related to questions
and/or problems of lending institutions
regarding processing of student loans,
installment notes, defaults, interest
paid, pledging of student loans as
collateral, etc. Included are
correspondence, form letters, memo-
randa, etc. File is arranged alpha-
betically by lending institution.

Cut off files at end of each fiscal
year; then hold in current files
area 6 months; then destroy.

APPROVED: 03/22/73.

STATE SCHOLARSHIP COMMISSION
Administrative Division

The Administrative Division provides general support services to the Department in the areas of personnel, training, records management, safety, workman's compensation, systems information, accounting, budgeting, purchasing, administrative support services and property control.

Appl
No.DescriptionDisposition

73-195

ADMINISTRATION DIVISION SUBJECT FILES - Documents relating to functional areas of personnel office; training, records management; accounting; budgeting and purchasing. Included are correspondence; memoranda; forms; pamphlets; legal documents necessary to establish policy and procedures for the administration of the Department. File is arranged alphabetically by subject matter.

Cut off at end of each fiscal year; then hold in current files area 2 years; then retire to State Archives.

APPROVED: 03/22/73.